

Meeting Date:

October 22, 1998

Members Present:

Joni Romeril (Recorder)
Greg Jordan (Treasurer)
David Shonle (County Clerk, proxy)
Charlene Parks (Indianapolis Public Schools, proxy)

Others Present:

Dan Spiker (Lawrence Township Assessor's Office)
Dave McClure (Health & Hospital Corporation)
Phyllis Gardner (Department of Capital Asset Management)
Don Currise (Paul I. Cripe, Inc.)
Mark Mertz (Office of Corporation Council)

The meeting was called to order by Chairman Joni Romeril.

Approval of Minutes: A motion was made by Greg Jordan to approve the minutes of the March 30, 1998 meeting. Motion was seconded by David Shonle and unanimously approved.

Controller's Office: No one was present to represent the Controller's request from an earlier meeting. Since the Board members had questions concerning the documents, Greg Jordan moved to table this request. The motion was seconded by David Shonle and unanimously approved.

Marion County Sheriff's Department: A request was made to destroy previously microfilmed originals of Incident Reports, #94-00001 thru #94-12699 (1994). An additional request was made to destroy Motor Vehicles Accident Reports (1994); Vehicle Recovery Cards (1994) and Copies of Uniform Traffic Tickets (1994). Greg Jordan moved to approve this request with the statement that the original Incident Reports were indeed paper copies produced from computer data as written on PR1 form. David Shonle seconded the motion, which was unanimously approved.

Health & Hospital Corporation: A request was made to destroy the following records: Food Establishments and Retail Food Store Inspection Reports (1982 thru 1993). An order was made by Greg Jordan to approve this request. Order was seconded simultaneously by David Shonle and Charlene Parks and then approved unanimously.

Lawrence Township Assessor: A request was made to destroy the following documents: Statement of Appropriation Status (1988); Purchasing (1988); Statement of Appropriation Status (1987); Mobile Homes Yearly Assessments (1987); Mobile Homes Yearly Assessments (1988); Form 11's (1979 thru 1988) and Form 103 & 104 (1985 thru 1988). David Shonle moved to accept this request with the following clarification: Commission members assume "Purchasing" refers to purchase orders and the Status of Appropriations for 1988 will be destroyed after January 1, 1999 to adhere to the ten year retention formula. Motion was seconded by Greg Jordan and unanimously approved.

Department of Capital Asset Management: A request was made to destroy the following documents: Transportation Related Project Files (General Project Correspondence and Reports) in excess of five years. This request was accompanied by a packet of material showing what documents were contained in these files. Since this request was DCAM's first one, the Commission members were concerned with the broad wording. David Shonle moved to have the PR1 form re-written to reflect more specific documents and the statement that no documents will be destroyed that are involved in any legal claim. The amended PR1 form will be checked by the

Commission's counsel, Mark Mertz and then re-signed by Phyllis Gardner, DCAM's representative. It will be submitted by the Board to the Indiana Commission on Public Records. Greg Jordan seconded the motion and it was unanimously approved.

Words of Appreciation: David Shonle expressed thanks to Joni Romeril for her years of service to the Commission as both member and chairman. The members warmly applauded her for her dedication in carrying out the work of the Commission of Public Records.

There being no further business, the meeting was adjourned.

Joan Romeril, Chairman
Sarah M. Taylor, Secretary